Office of Science (SC) Information Management (IM) Board
Meeting Summary
August 28, 2003

Agenda

10:00-10:10   Introduction
          --Review Agenda (Griffin)
          --Review Action Items (Griffin)
10:10-10:30   SC HQ IM Services and Projects Report (Griffin)
10:30-11:30   Special Reports
          --Security Report (Lister)
          --CIAG Report (Oyler)
          --CIO Consolidation of IM Services/eXCITE (Griffin)
          --A-76 (Griffin)
          --SC HQ IM Strategic Plan Update Status (Griffin)

Meeting Attendees

Name		Role	Organization	Contact #	Attendance
Griffin	Ted	Exec. Sec.	SC-41	3-4602	Local
Valdez	Bill	Chair	SC-5	6-4479	Local
Rice	Patricia	Attendee	SC-41	3-4556	Local
Baker	Brent	Attendee	SC-41	3-2345	Local
Oyler	Dean	Member	SC-20	3-6394	Local
Talamini	Karen	Member	SC-10	3-4563	Local
Perrin	Rusty	Attendee	SC-63	3-4342	Local
Koegel	David	Member	SC-7	6-8831	Phone
O'Gwin	Chris	Member	SC-5	6-6652	Phone

Meeting Summary

Review Agenda and Action Items

Previous Actions	Responsibility	Status
Provide the I-Manage briefing package to the Board.	Griffin	Complete
Provide the I-Manage schedule to the Board.	Griffin	Complete
Provide information on the integration of I-Manage with SC IM systems.	Griffin discussed this at the 8/28/03 meeting and noted there is no duplication.	Complete
Check into whether MS Word is the DOE corporate approach to word processing. (Answer: Yes, it is.)	Griffin	Complete

Actions from 8/28/03 Meeting		
Schedule IM Board role for discussion in October meeting.	Griffin	

SC HQ IM Services and Products Report

Ted Griffin summarized the status of all services and products for FY03, noting that:

-- There have been no unscheduled e-mail outages for 31 months.
-- SC HQ was not affected by the recent viruses and worms that caused considerable trouble, including for the Office of the CIO (approximately 300 machines were affected at DOE HQ according to Brent Baker).
-- All projects planned for completion in FY03 will be completed.
-- The SQL Server and MS Exchange 2000 Update were planned to roll over into FY04, but will take longer to complete in FY04 due to the complicated nature of the Active Directory Project which was a prerequisite (and was completed in FY03).
-- The Workstation Refresh and Remote Access Projects are expected be completed in September.

Status on Other Items

-- **A-76**: There will be four data calls. Griffin has nearly completed the third call.
-- **eXCITE:** Griffin commented that the MOU could be signed within the next couple of days.
-- **Performance Measures:** Griffin indicated that performance measures for items 3 (percent of calls resolved by phone analyst before end of call) and 5 (percent of calls resolved within 4 hours) had both dropped significantly over the last several months but have rebounded to 83% and 77% respectively in August.
-- **Request for SC HQ Architecture:** Griffin noted that a representative of the Australian Government had contacted us and wanted a copy of the SC HQ architecture since they regarded it as an excellent model.

FY04-08 SC HQ IM Strategic Plan and SC HQ FY04 Operating Plan

Griffin summarized the Strategic and Operating Plans, noting that:

-- The Plans reflect the priorities identified by the AD/ODs for FY03.
-- The Infrastructure and Services portions of the Plans are considered necessary by everyone and account for approximately $6 million.
-- The remaining funds will be allotted to small corporate development projects that replace a significant portion of RIMS and are prerequisite to the Budget development project. That project is planned for FY05 and was previously identified by the AD/ODs as a high priority.
-- Three new categories have been added to the Plans, one for priority SC-1 projects and another for OneSC projects. The specific projects and costs for these new

categories have not yet been identified by the SC front office. The third new category is for paying SC-s fair share of the OCIO infrastructure (backbone) that we use. Griffin is analyzing the OCIO's original estimate of $400,000 to ensure that there is no duplication and that all services are needed. He noted that the estimate is now down to approximately $225,000.